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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 6 FEBRUARY 2003 CSS
PANAMA CITY FL
2/6/2003
TETRA TECH

Coastal System Station Panama City
Teleconference
Partnering Team Meeting Minutes
February 6, 2003

MEMBERS PRESENT:

Dan Waddill	SOUTHDIV	Mike Clayton	CSS PC - Leader
Arturo McDonald	CSS PC	Pete Paznokas	ICLD - Facilitator
Gerry Walker	TtNUS - Timekeeper	Jamie Pelt	TtNUS - Scribe
Tracie Vaught	FDEP	Rich May	Tier II
Phil McGinnis	SOUTHDIV	Pete Doa	USEPA

GUESTS:

1. Check-in/Opening Remarks/Resource Sharing/Announcements/Head Count and Proxies/Action Item & Parking Lot Review/Approve Minutes/Agenda Additions and Modifications

Two agenda items were added: HSWA Update and RFA Update.

2. HSWA Permit Discussion

FDEP has sent an electronic version of the draft HSWA permit to the Navy. FDEP will meet with the facility and SOUTHDIV to discuss changes to the permit. The Navy has met internally to discuss what their response will be on the draft. Tracie said that a hard copy of the Permit will only come out after the FDEP meeting. Someone asked what the time frame for approval of the permit was, Tracie said we are doing well on the timeline. Mike asked if there were regulations or timelines on this? Tracie suggested asking John Griffin.

The RCRA permit will not be discussed by the Partnering team, only the facility, SOUTHDIV and FDEP. The permit will be discussed at a meeting on February 20th 2003.

RFA Update - Pete Doa

Pete D. introduced the concern that the Coast Guard area was not included in the RCRA permit or Facility investigations, he recommended that the Coast Guard area have an RFA completed to include it in the CSS Panama City's RCRA permit. Mike indicated that the Coast Guard is not a tenant but owns their own separate property. The only connection is that one security fence surrounds both properties. Mike stated that the coast Guard should not be included in the CSS permit because they are a separate entity. Pete Doa indicted that he will take the information back and will discuss it with Robert Morris.

Action Item 1: Pete D. will follow up with Robert Morris before the February 20, 2003 FDEP Meeting.

Consensus 1: Approval of December 3, 2003 meeting minutes.

3. RFI Addendum Review Update

Tracie sent out the comments to the RFI Addendum on Tuesday, February 4, 2003. Concerning the Risk Assessment - Gerry said that the outside reviewers for the agencies were looking for a full Risk Assessment - the purpose was to fulfill what was previously proposed, monitoring of toxicity. Gerry commented that there were no comments on the risk assessment from FDEP. Tracie said that she had not received any comments from Hugo. Gerry asked if any would be coming in the future or if he should proceed as if no more comments are coming in. Tracie said she will contact Hugo and make sure no comments are coming. Gerry will coordinate with Dan on Friday, February 07, 2003 to discuss the response to comments. Gerry will let them Team know of their decision.

Action Item 2: Tracie will talk to Hugo regarding comments on SWMU 3.

Action Item 3: The draft Memo is ready for the Panama City BOQ. Arturo will send to the Team by Feb. 18th, 2003.

4. CAMP Update - Arturo

Arturo said that the CAMP was submitted and approved.

5. Success Story Update - Phil

Phil is working on the Success Story: The topic is bioslurper and exit strategy removal. The story will be discussing: 1) equipment removal, 2) what the strategy was and how we came about developing it. The finished story will be about two pages in length.

Action Item 4: Phil and Dan will send out the draft Success Story to the Team by March 7, 2003.

6. Tier II Update - Rich May

The Tier II Team had a phone call this week - the next meeting is scheduled for March 19 and 20, in Orlando. Rich asked if the Team has talked about Performance Measurement Requirements in the past? Pete P. said it has been discussed with the Jacksonville Team but has not been discussed with our Team.

Rich explained the Performance Measurement Requirements to the Team: As we move forward, the Tier II Team is looking for ways to provide performance measurements; looking for the best way to capture the baseline of activities that the partnering teams are going to work on, and then have them looked at by the Team; create a projected timeline and update it against the actual timeline to see if those things actually happened. The reporting tool used is SCAP. Rich suggested getting the CAMP into the glossary so we have a forward looking projection.

Rich has spoke with Craig Bennedict to help proof the glossary and make sure it will work for everyone. The Team will need to work together and make sure that the baseline that we end up with is the baseline that the whole partnering team has consensus on and make sure that the baseline reflects all of the activities of the Team. He suggested when meeting as a Team that we make a place in the agenda to discuss milestones, contingency plans, etc.

Tracie let the Team know that she added verbage in the HSWA Permit regarding keeping track of all the different sites on base. She suggested putting an addendum on the CAMP. She wanted to inform the Team of this because there is a good chance that it will be a topic of conversation at the Feb. 20th meeting.

7. Review Action Items

Meeting Closeout – review action items/ next agenda/ + / - list/ consensus/ facilitator evaluation

There were four (4) new action items from this meeting. See updated list attached. The Team discussed the next upcoming meeting dates, times and places:

- ❖ The March 2003 Teleconference will be held on March 11, 2003 at 2:00pm-4:00pm Eastern Time.
- ❖ The April 2003 Meeting will be held on April 22 and April 23, 2003 in Panama City, FL.
- ❖ The May 2003 Teleconference will be held on May ? (the date will be decided on in a later meeting).
- ❖ The June 2003 Meeting will be held on June 3 and June 5, 2003.

Facilitator Evaluation

Any facilitator comments can be sent to Phil.

Action Items
CSS Panama City Partnering Team
Updated February 6, 2003

Action Item No.	Responsible Party	Status	Due Date	Action Item
New Action Items from February 6, 2003 Meeting				
03.02.01	Pete D.	Working	2/13/03	Pete D. will follow up with Robert Morris before the February 20 th FDEP Meeting.
03.02.02	Tracie	Working	2/7/03	Tracie will talk to Hugo regarding comments on SWMU 3.
03.02.03	Arturo	Working	2/18/03	The draft Memo is ready for the Panama City BOQ. Arturo will send the letter to the Team by Feb. 18 th , 2003.
03.02.04	Phil/Dan	Working	3/7/03	Phil and Dan will send out the draft success story to the Team by March 7, 2003.

CSS Panama City Partnering Team Parking Lot
Updated February 6, 2003

Parking Lot No.	Parking Lot Issue
1	

There were no new parking lot issues.

New Action Items


1. Pete D. will follow up with Robert Morris before the February 20th FDEP Meeting.
2. Tracie will talk to Hugo regarding comments on SWMU 3.
3. The draft memo is ready for the Panama City BOQ. Arturo will send to the Team by Feb.18th, 2003.
4. Phil and Dan will send out the draft success story to the Team by March 7, 2003.

Summary of Consensus Items

1. Approval of December 3, 2003 meeting minutes.

**DRAFT AGENDA
CSS PANAMA CITY
PARTNERING TEAM MEETING
Teleconference
March 11, 2003**

**Leader: Pete Doa
Scribe: Jamie
Timekeeper: Mike Clayton**

	Item	Description	Presenter	Time	Category
	1	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes/ Agenda additions / modifications.	Pete D.	2:00 – 2:15	Info
	2	RFI Addendum Comments Review	Dan	2:15 – 2:45	Info
	3	CAMP Review/SCAP Review	Pete D.	2:45 – 3:00	Info
	4	Success Story Update	Phil/Dan	3:00 – 3:15	Info
	5	Petroleum Update		3:15 – 3:30	Info
	6	HSWA Permit Update	Phil	3:30 - 3:45	Info
	7	Meeting Closeout / Review Action Items / Next Meeting Agenda	Pete D.	3:45 - 4:00	Info